Student Project Plan

Doing Stage (Execute the Project)

A. Team Responsibilities

Review your activities and tasks and determine how you will assign work teams. As you agree on responsibilities, you should consider which activities are happening concurrently and sequentially, so that the work is distributed evenly across the amount of hours and number of people.

| Team Member | Lead on Activity # | Assist on Activity # |
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B. Monitor and Control Process

For each **monitor and control** **process**, the following items should be completed in the following order:

1. Team Status Report
2. Master Inventory
3. Impact Statement
4. Revise **Student Project Plan** as needed, and report internally and externally
5. **Team Status Report**

Each team should work as a group to fill in a copy of this form at the beginning of each monitor and control process.

Team members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report covers the time period from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List the activities, milestones or deliverables you have you worked on since your last status report. Insert “c” if they are complete.
2. List the activities you are currently working on. Fill in the estimated completion date of the activity, even if that is not the date it was originally scheduled to be complete.
3. Do not fill in the last 2 columns.

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| --- | --- | --- | --- |
| Activity | est. Completion Date | A, B, O | Risk |
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1. Have there been any setbacks that will keep you from meeting your milestones or deliverables?
2. If the team is behind on any activity or task, what is the plan for getting on schedule? Are there resources your team needs to remain on or get on schedule, or to maintain the expected quality?
3. **Master Inventory**

For each review, the **Communication Manager** will help the team or teams document and communicate their information through the following steps:

1. Gather together all completed materials for the working portfolio (these could be data reports, final product, digital files, etc.)
2. Document and file the items - If these are digital files, the **Communication Manager** should create a naming protocol for all files so they are consistent for all similar files; if they are hard-copy items then an agreed-upon filing system should be established.
3. Pass on to other teams any inventory information that may affect their own work - if there are dependent deliverables, this will ensure that the teams get the information they need to do the next step).
4. Give the inventory to the **Project Manager**.

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| Team Name | Material or Item Delivered | Digital File Name |
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1. **Impact Statement**

After each team completes their status report and master inventory, the **Quality & Risk Manager** and the **Time Manager** will use that information to track the project’s overall progress, help teams prioritize next steps, and—if needed—recommend revisions to the Student Project Plan to ensure each team’s success.

1. **Time Manager**: Compare the activities’ progress to the project schedule to determine whether the work is ahead of schedule (A), behind schedule (B), or right on schedule (O).
2. **Quality & Risk Manager**: For any items behind schedule (B) assign a ranking of risk to the overall deliverable and/or project if this item were to remain behind schedule, and note what might be the outcome. The risk can be rated 1–3. Three is the highest risk.

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| Activity | Complete or Date | A, B, O | Risk |
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1. Review the additional information regarding resources and setbacks on each team’s status report.
2. Discuss **Student Project Plan** revisions that might be needed to keep the project on schedule and operating at a high quality. These could mean increasing resources (more people needed for a team, different supplies) or revising the schedule in some way. The **Time Manager** and the **Quality & Risk Manager** will need to work together to be sure that the activities with the highest risk to the project are addressed as top priority and that those activities are allocated resources first.
3. Record any recommended changes and indicate how each change is expected to affect the activity, milestone, deliverables, or schedule.

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| Team | Planned Change | Expected Impact |
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1. **Update and Report**

The final step in the review is to assess the information, determine and assign action items (if needed), revise the **Student Project Plan**, and report out to the team and stakeholders. The Project Manager leads these activities.

1. Review the impact statement including the recommended changes. If needed, review the team status reports and inventory for further detail.
2. Compare this information to the original goals, scope and schedule.
3. Work with stakeholder(s) and other managers to make decisions on any changes to the **Student Project Plan**.
4. Update the **Student Project Plan** as needed.
5. Report out to the teams and stakeholders on the overall project progress.